

City of Fort Worth, Texas Job Description

Classification Title	Quality Control Specialist		
Job Code:	PR2160	Job Family:	Professional
Pay Grade	609	Date Reviewed:	07/16/15
FLSA Status	Exempt	Date Revised:	

GENERAL SUMMARY

Coordinates and monitors the city's laboratory or cities contract laboratory quality assurance activities for water, wastewater, pretreatment and environmental testing. Ensures compliance with all regulatory aspects of the Quality Assurance plan; and monitors, investigates and evaluates water quality programs, processes, and concerns.

ESSENTIAL DUTIES & RESPONSIBILITIES

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.

1. Develops, prepares and monitors the quality control and assurance plan for water, wastewater, pretreatment and environmental testing activities; establishes procedures; provides control samples; and determines range or industry compliance status for each laboratory test .
2. Schedules internal and external audits, performance evaluations and studies regarding water, wastewater, and pretreatment quality assurance activities.
3. Develops and reviews Standard Operating Procedures. Provides oversight of equipment calibration log books; and develops and implements methods of approved equipment cleaning procedures.
4. Responds to public inquiries from various federal, state and local agencies and the general public regarding water quality control or industry performance.
5. Prepares and issues reports detailing quality control activities or corrective action undertaken to comply with regulatory requirements.
6. Evaluates water/wastewater treatment plant processes, as necessary. Determines and recommends improvements to be implemented.
7. Investigates water quality problems in reservoirs, tributaries, treatment plants, distribution system and at customer city/industrial complexes; and assists users in resolving water quality and/or compliance issues.
8. Develops and maintains a Quality Assurance and Quality Control program for monitoring; reviews and evaluates data; and recommends short and long term corrective measures.
9. Estimates and projects needed funds regarding assigned quality control responsibilities; and purchases necessary materials.

10. Interprets laboratory test results and sampling data; and maintains files of all monitoring activities and quality control documents.
11. Assists in monitoring and conducting physical, chemical, and bacteriological testing of water, wastewater and industries, as needed.
12. Trains personnel in approved methods of monitoring, new testing methods, instrument and equipment use.
13. Maintains lab supplies and equipment.
14. Performs other related duties as required.
15. Adheres to assigned work schedule as outlined in the Department and City attendance policies and procedures; ensures all behaviors comply with the City's Personnel Rules and Regulations.

KNOWLEDGE, SKILLS & ABILITIES

- **Knowledge of:**
 - Practices and procedures related to quality assurance and control programs.
 - Pertinent federal, state and local laws, codes, and regulations applicable to water, wastewater, and industrial pretreatment analysis and laboratory procedures.
 - Equipment and supplies utilized in testing and sampling.
 - Methods and procedures of physical, chemical and bacteriological testing.
 - Principles of training and monitoring lower level personnel.
 - Scientific laboratory methods and procedures.
 - Sampling and laboratory testing procedures and methods.
 - Intricate laboratory equipment and instrumentation utilized for biological or chemical testing.
 - Adjustment and operation of standard equipment or instrumentation use in monitoring, field and laboratory tests.
 - SCADA operations for monitoring of plants.
 - Standard Operating Procedures.
 - Water treatment practices.
 - Records management.
- **Skill in:**
 - Field analysis.
 - Organization and time management.
 - Computers and applicable software.
 - Sample collection and preservation.
 - Problem solving.
 - Public speaking.
 - Customer service.
 - Math and science.
 - Conflict resolution.
- **Ability to:**

- Communicate clearly and effectively, both orally and in writing.
- Analyze data and draw logical conclusions on water, wastewater, industrial or environmental control situations.
- Apply practices, theories, and techniques related to water quality assurance programs.
- Perform relevant mathematical and statistical calculations.
- Perform laboratory examinations according to prescribed procedures and regulations.
- Analyze and interpret test results and report results accurately and properly.
- Properly handle and combine toxic and hazardous wastes and chemicals.
- Assemble, calibrate, and maintain equipment used in laboratory tests.
- Prepare clear and concise reports.
- Train and monitor lower level personnel.
- Stay current in lab procedures and equipment.
- Forecast inventory needs.
- Maintain confidentiality.
- Establish and maintain effective working relationships.

MINIMUM JOB REQUIREMENTS

Bachelor's degree from an accredited university or college with major course work in Chemistry, Biology, Biochemistry, Environmental Engineering, or a related field and three years of experience in laboratory or quality control/quality assurance operations, including water, wastewater or industrial pretreatment procedures.

OTHER REQUIREMENTS

Valid Texas driver's license.

WORKING CONDITIONS

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Depending on assignment, positions in this class typically require touching, talking, hearing, seeing, grasping, standing, stooping, kneeling, crouching, reaching, walking, repetitive motions, climbing and balancing.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Light Work – Depending on assignment, positions in this class typically exert up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and/or a negligible amount of force constantly having to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for the Sedentary Work category and the worker sits most of the time, the job is rated Light Work.